

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent
Full-time

☐ Permanent
Intermittent

☒ Limited-term
(Temporary)
Length **Varies**

☐ Formal Training
and Development
Assignment

Position Title: Student Assistant

Location: Central Office Campus

Salary Range: **\$8.15 – 10.84 Per Hour (Days)**

\$8.60 – 11.30 Per Hour (Swing)

Swing shift receive .45 cents per hr. differential pay

Classification:

Section/Unit:

Number of Vacancies: **Varies**

Student Assistant

Central Office Campus

Applicants Must Be 18+ years of Age

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

Job Description: (includes typical duties)

Student Assistants are temporary employees and may work up to 1500 hours a year.

- Technical assignments depend on the incumbents knowledge, skills and abilities
- Provide Customer Support
- Use personal computer/video terminal

Required:

- Applicants must be enrolled in college and provide proof of enrollment, a copy of their transcript (may be an unofficial copy) and current class schedule with application.

Required Knowledge, Skills, Abilities:

- Ability to read, write, and speak English
- Excellent attendance and the ability to arrive on time are necessary
- Ability to follow verbal and written instruction
- Capable of working in a team environment and/or independently
- Flexibility to adjust to changing workloads and/or deadlines
- Strong organizational and time management skills
- Ability to communicate effectively with all levels of staff

Benefits:

- Light Rail and bus service—Regional Transit discount tickets
- Three On-site child care facilities
- Free parking
- Close to freeway access
- Onsite college courses

Application form (STD 678) can be found at www.ftb.ca.gov

Mail or hand deliver your application by: **Continuous Filing**

Contact Person: **Personnel Services**

Telephone Number: **(916) 845-3650—Automated Assistant, leave your name and the number where you can be contacted.**

Address/Room Number: **Personnel Services, PO Box 550, Sacramento CA 95812-0550-Attn: Hiring Coordinator**

Special Instruction: FTB Employees can hand deliver or route to Personnel Services at **M/S A-161.**

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.